Spring 2022



Test Administration Directions

Writing Stand-Alone Field Test





Test Administrator Name

Test Administrator:

Complete information below with your local School or District Test Coordinator. If you have any questions or issues during testing, contact this person **immediately**.

School or District Test Coordinator contact information during testing:

District/School Test Coordinator: _	
Contact phone #:	
Email:	

Reminders for Test Administrators during Arizona's Academic Standards Assessment (AASA) Writing Stand-Alone Field Test administration:

- The AASA Writing Stand-Alone Field Test administration will have one test unit with a writing prompt and reading sources. Once students start the test unit, it must be completed on the same day.
- For Computer-Based Testing schools, if the test times out during testing or if the student signs out of TestNav: The Test Administrator resumes the test in PearsonAccess^{next} and the student signs back into TestNav.

For Computer-Based Testing (CBT) - If a student is unable to log in to TestNav:

- Verify that the student is registered in PearsonAccess^{next}.
- Verify that the student has the correct testing ticket.
- Verify that the student typed the username and password exactly as listed on the student's testing ticket.
- Verify that the student's test session is in Ready or Resumed status in PearsonAccessnext.
- Verify that the student does not have a Special Paper Version accommodation.

For Computer-Based Testing (CBT) - If a student requires accommodations:

- Verify appropriate accommodations are set in PearsonAccessnext before testing.
- If the student has already signed into the test and accommodations are not set, have the student sign out of his/her test.
- Select the accommodation(s) for the student in PearsonAccess^{next}. For more information, refer to the *PearsonAccess*^{next} *User's Guide*.
- Have the student sign into the test and verify the accommodation(s) are present.

For Paper-Based Testing (PBT) - If a student requires accommodations:

- Verify what accommodations each student will be using and how to administer them properly.
- Verify that testing accommodations provided for one student does not impede or impact other students in the testing room.
- Record both provision and observed use of testing accommodations by the student on the back of his or her test booklet.

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Overview of the AASA 2022 Writing Stand-Alone Field Test

The Spring 2022 Arizona's Academic Standards Assessment (AASA) Writing Stand-Alone Field Test will be administered to students in Grades 3 through 8 as both a Computer-Based Test (CBT) and Paper-Based Test (PBT). There will be Special Paper Version test booklets available for Braille, large print, and regular-print test booklets for those students that require these accommodations.

This document must be used for the administration of the AASA Writing Stand-Alone Field Test Computer-Based Testing (CBT), Paper-Based Testing (PBT), Special Paper Version tests, and entering student responses into TestNav.

Students to Be Tested

Students in grades 3 through 8 are expected to participate in the AASA Writing Stand-Alone Field Test.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for the alternate assessment, the Multi-State Alternate Assessment (MSAA), are excluded from the AASA Writing Stand-Alone Field Test.

Test Administrator and Proctors (including adults entering student responses into TestNav)

Test Administrators, Proctors, and any adult who will have access to the Spring 2022 AASA Writing Stand-Alone Field Test must be employees of the school/district/charter. Test Administrators, Proctors, and any adult who will have access to the AASA Writing Stand-Alone Field Test must be trained in proper test security and test administration procedures, must sign an *Achievement Tests Staff Security Agreement Form*, must be thoroughly familiar with this document, and must follow the test administration procedures in this document, including following the scripted directions.

Test Administrator Responsibilities

Test Administrator responsibilities for Computer-Based Testing (CBT) and Paper-Based Testing (PBT) include:

Participating in training activities scheduled by the Test Coordinator
Signing and returning to the Test Coordinator the Achievement Tests Staff Security Agreement Form
Receiving the corresponding test materials from the Test Coordinator
Reviewing this document in advance of the testing date
Adhering to test administration security procedures
Following the test administration directions exactly as stated in this document
Reading aloud to the students the scripted directions exactly as stated in this document
Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures

administration
Allowing Spring 2022 AASA Writing Stand-Alone Field Test access to the appropriate students only
Administrators additional responsibilities for administering Special Paper Version tests (Braille, print, and regular-sized print tests) include:
Receiving the Special Paper Version test materials from the Test Coordinator
Verifying that the student's responses are entered into TestNav within the test window
Returning all the Special Paper Version test materials to the Test Coordinator

Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. That testing schedule must comply with the guidance included in this manual.

The Spring 2022 AASA Writing Stand-Alone Field Test contains one test unit. The test unit is untimed; however, it must be completed by the end of the school day.

For Computer-Based Testing (CBT) schools, students taking the test within the same school are not required to test on the same day. For Paper-Based Testing (PBT) schools, students taking the same test within the same school must test on the same day.

Administering the AASA Writing Stand-Alone Field Test on dates other than those shown without the written permission of the Assessment Section of the ADE is a serious testing violation. The AASA Writing Stand-Alone Field Test is to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. The AASA Writing-Stand Alone Field Test cannot be administered outside the state of Arizona.

Make-up tests are to be scheduled anytime during the test window, but must be completed by February 18, 2022.

AASA Writing Stand-Alone Field Test		
Computer-Based Testing (CBT) and Paper-Based Testing (PBT) Test Window: January 24 - February 18, 2022		
Student responses from Special Paper Version tests must also be entered into TestNav no later than February 18, 2022.		
Grades	Test Unit – Approximate Time	
Grades 3-8	60-90 minutes	

Before Test Administration - AASA Writing Stand-Alone Field Test

Test Security

All Test Coordinators, Test Administrators, and Proctors must be trained in proper test security procedures, must sign an *Achievement Tests Staff Security Agreement Form*, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

For Computer-Based Testing (CBT) only -

- Log into TestNav as a student unless assisting student with log in procedures
- Share their username/password for PearsonAccess^{next}

For Paper-Based Testing (PBT) only -

- Read or review any test booklet before, during, or after testing
- Change any student's response in the test booklet
- Erase any student's response in the test booklet
- Erase any stray marks in the test booklet
- Fail to return all test booklets

For both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

- Capture images of any part of the test via any electronic device
- Duplicate in any way any part of the test
- Examine, read, or review the content of any portion of the test
- Disclose, or allow to be disclosed, the content of any portion of the test before, during, or after test administration
- Discuss any AASA Writing Stand-Alone Field Test item before, during, or after test administration
- Allow students access to test content prior to testing
- Provide any reference sheets, including graphic organizers, to students during the AASA Writing
 Stand-Alone Field Test administration
- Allow students to share information during test administration
- Read any parts of the test to students, except as indicated in the AASA Writing Stand-Alone Field Test Administration Directions, or as part of an approved accommodation
- Influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test
- Instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test
- Review students' responses
- Change students' answer choices

- Read or review students' scratch paper
- Participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures

Test Administrators and Proctors may not assist students in answering test questions. Test Administrators and Proctors may not translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.

Use of Unacceptable Resources

For both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

Students are not permitted to use resources on the AASA Writing Stand-Alone Field Test that are not specifically identified in this manual or *The Arizona Accommodations Manual* posted on the ADE website at www.azed.gov/assessment/accessibility.

The use of unacceptable resources during the AASA Writing Stand-Alone Field Test is a test security violation and may result in the student's test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including but not limited to, unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed and your Test Coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during the AASA Writing Stand-Alone Field Test. Test Administrators should ask students to place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting test administration. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.

Testing Conditions, Tools, and Accommodations

For both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

All AASA Writing Stand-Alone Field Test Administrators are expected to read and follow the guidance in the *Arizona Accommodations Manual* posted on the ADE website at **www.azed.gov/assessment/accessibility**.

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student to provide a comfortable and distraction-free testing environment. Certain accommodations are available to students with an injury, English learner students, and students with a disability. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors. Test Administrators must know which students are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students.

For both Computer-Based Testing (CBT) and Special Paper Version Tests -

The Text to Speech universal tool has tracking and audio capabilities meant for sighted or low vision students. There are Special Paper Version test accommodations available that include Braille, large print, and regular print paper tests. All Special Paper Version tests must be approved by ADE. All accommodations for these tests must be identified in the student's IEP or 504 Plan and must be used on a regular basis in the classroom for the student's daily instruction. For students with more complex needs, please contact ADE.

Test Settings and Accommodations

For Computer-Based Testing (CBT) schools and Special Paper Version Test - Students who require specific test settings or testing accommodations must have those set in PearsonAccess^{next} before the test session. Users with role of District Test Coordinator, School Test Administrator, or School Test Coordinator can change all test settings and accommodations in PearsonAccess^{next} any time prior to testing.

For **Special Paper Version Test** - ADE will review all Special Paper Version requests. For any student with an approved Special Paper Version test, ADE will create a Special Paper Version test session in PearsonAccess^{next}, move the student into the Special Paper Version test session, and place an additional order for the Special Paper Version test. For any questions regarding the Special Paper Version test, contact the District Test Coordinator.

For students administered the Special Paper Version tests, the student's responses will need to be entered into TestNav by the end of the testing window in order to be scored. The Test Administrator must follow the directions for test administration and entering student's responses into TestNav that are detailed in this document.

For **Paper-Based Testing (CBT)** schools - Students who require specific testing accommodations must have those recorded by the Test Administrator for both provision and observed use of the student's testing accommodations. The student's accommodation(s) must be documented on the back of the test booklet.

User Roles in PearsonAccess^{next}

For **Computer-Based Testing (CBT)** schools - Each Test Administrator must have the appropriate user role in the PearsonAccess^{next} system provided by the Test Coordinator.

For **Special Paper Version Tests** - Any adult who will be entering student responses into TestNav for students who were administered a Special Paper Version test must also have an appropriate user role.

Location for Testing

For both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

The location for testing must be determined prior to the testing date. The AASA Writing Stand-Alone Field Test is to be administered at Arizona schools. Students must be tested in a physical building designated as a testing site by the school. The AASA Writing Stand-Alone Field Test cannot be administered outside the state of Arizona.

Prepare the Room for Testing

For both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

The testing room should be prepared for the AASA Writing Stand-Alone Field Test administration prior to the testing date.

- Each testing room should have a "Testing Do Not Disturb" sign on its door.
- Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance.
- All visual aids displayed in the testing room that could assist students while testing must be removed or covered completely.
- Any motivational signs for testing must be removed or covered completely.
- Arrange student seating so that students cannot easily see each other's test materials and so that the Test Administrator(s) and Proctor(s) can walk by each student.
- Students' desks and tables should be cleared of backpacks, personal electronic devices, and unnecessary materials prior to the beginning of the test unit.

Test Administration Materials

Test materials that must be supplied by schools for testing rooms include:

For both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) schools:

- Electronic or paper copy of the AASA Writing Stand-Alone Field Test Test Administration Directions
- "Testing Do Not Disturb" signs
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

Additional Guidance for Computer-Based Testing (CBT) schools:

- Each Test Administrator must have access to a computer or compatible device during testing to manage the testing session.
- Each student must have a computer or other approved device with the TestNav application installed. Each student must also have working headphones, keyboard, and mouse for testing.
- Student testing tickets, which provide the information students need when signing into TestNav to test, should be printed and cut in advance of testing sessions.
- An online dictionary and thesaurus is available to students within the computer-based test.

Additional Guidance for Paper-Based Testing (PBT) schools:

- Paper-based testing schools must provide commercially published paper dictionaries and commercially published paper thesauruses for use on the AASA Writing Stand-Alone Field Test.
- Several copies of each of these items must be available in each testing room.

Computer-Based Testing (CBT) and Special Paper Version (SPV) Tests - Prepare Student Devices for Testing (including devices that will be used to enter student responses for SPV tests)

Test Administrators are responsible for ensuring the following:

- All testing devices are in working order.
- TestNav application has been downloaded and installed on all devices.
- Each device must have the required headphone, keyboard and mouse and be in working order.

Before students arrive to take the AASA Writing Stand-Alone Field Test, the Test Administrator should close all programs on each testing device, then launch the TestNav application.

The student **Sign In** screen should be showing when students enter the room to take the test. In the event of technical difficulties with TestNav, contact your Test Coordinator.



TestNav Arizona Sign In Screen

TestNav Tutorial and AASA Sample Test

The AASA Sample Test helps students, teachers, and parents become familiar with the content, item types, user interface, and the tools in the test administration. The sample tests are available in the computer-based format. They do not include an item for each of the aligned Arizona Academic Standards and do NOT provide scores for students. They should NOT be used to evaluate a student's proficiency level. Students will access the test as a guest, so no personal information needs to be provided. By taking the Sample Test, students can become comfortable with TestNav and reduce any anxiety they might have while taking a high-stakes test online. Teachers can use these tests and the Scoring Guides to provide students with a greater level of comfort with the system and tools available.

Students should take the TestNav Tutorial and Sample Test prior to taking the AASA Writing Stand-Alone Field Test. Although it is not a scored test, students will become acquainted with the online tools, navigation features, and item types while taking the Sample Test in TestNav.

Computer-Based Testing (CBT) - Start Test Session

Before testing begins, each test session must be started in PearsonAccess^{next}. Upon starting a test session, each student's test is in locked status. On testing day, students present for testing must be unlocked in PearsonAccess^{next} before students can sign into TestNav with their credentials supplied on the testing ticket. Refer to the *PearsonAccess^{next} User's Guide* for detailed instructions on how to start a test session and unlock a test session.

Computer-Based Testing (CBT) - Signing Into TestNav to Begin Testing

Computers should be in place when students arrive. TestNav should be downloaded, and the "Sign In" screen should be visible.

Students must have their testing tickets in order to sign in to the AASA Writing Stand-Alone Field Test in TestNav.

Computer-Based Testing (CBT) - Prepare for Testing

Testing Tickets

Testing tickets contain the information that is required for students to log into TestNav. Testing tickets are available resources in PearsonAccess^{next}.

Sample Testing Ticket

STUDENT TESTING TICKET

Student: Lastname1, Firstname1

Date of Birth: 10/01/2012

Test: AASA Grade 03 Writing SAFT Select **Arizona** in the application.

Username: LGN41660365 Password: DLY4GAH

The Test Coordinator or the School Test Administrator may print testing tickets for TestNav. Please refer to the *PearsonAccessnext User's Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed. Testing tickets are considered secure test materials and should be stored securely when not in use. Testing tickets must be collected at the end of a testing session.

Paper-Based Testing (PBT) – Prepare for Testing

Student Pre-ID labels are to be affixed to test booklets before testing. If Pre-ID labels were not affixed to test booklets before being provided to the Test Administrator, the Test Administrator must affix the student Pre-ID label to the test booklets before passing out the test booklets to students.

- Pre-ID labels should only be used if the provided information on the label is current and correct.
- Do not make any changes to the information on the Pre-ID label.
- Do not mark the Pre-ID label in any way.
- If the Pre-ID label is correct, do not complete the demographic data information on the back of
 the test booklet except for the Accessibility Tools box (accessibility tools used by the student while
 testing), if necessary.
- If information on the Pre-ID label is incorrect, do not use the label. The student demographic information on the back cover of the test booklet must be completed.

Additional and new Pre-ID labels are NOT available, and you may not create your own Pre-ID labels. Students who do not have a Pre-ID label must have their student demographics bubbled in on the paper test booklet.

During Test Administration - AASA Writing Stand-Alone Field Test

For Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

The AASA Writing Stand-Alone Field Test is a standardized test. Test Administrators must have an electronic or paper copy of this document. The Test Administrator must follow the directions exactly as stated in this document.

The scripted directions are formatted to guide you through test administration and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a "SAY" in the scripted directions.

This document includes the scripted directions for the AASA Writing Stand-Alone Field Test Computer-Based Test (CBT), Paper-Based Test (PBT), and also scripted directions for Special Paper Version (SPV) tests.

Breaks During Testing

For Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

- Individual students are allowed to use the restroom. Students must also fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room.
 - For Computer-Based Testing (CBT) Students must sign out of their test prior to leaving the room.
 - For Paper-Based Testing (PBT) Students must close his or her test booklet and return it to the Test Administrator prior to leaving the room.
- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use their cell phones, or leave the room during their stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.
- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group) are not allowed. Once a class leaves the testing room, the
 test session will be over. This would exclude an emergency or other unusual situation that occurs
 during testing.

Monitoring Testing

For Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

During the administration of the AASA Writing Stand-Alone Field Test, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions and assist with any situations that may arise. Test Administrators and Proctors may not answer student questions about test content.

Computer-Based Testing (CBT) - Monitor Test Status

Test Administrators can monitor test sessions in the **Students in Sessions** screen in PearsonAccess^{next}. Test Administrators can view student status and lock or unlock students' tests.

Paper-Based Testing (PBT) - Test Administration Precautions

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets.
- Do not allow students to use correction fluid in their scorable test booklets.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets.
- Do not allow students to use extra paper or ink to write their response to the AASA Stand-Alone Writing Field Test writing response. Only responses written in pencil on the three pages designated "Final Copy" will be scored.
- Do not use "sticky" notes, paperclips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or pull pages from the test booklets.
- Do not erase any stray marks or duplicate any student-created response from a student test booklet.

Disruptive Students

For both Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive students should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact the Test Coordinator for guidance.

The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the incident and its consequences.

Students Who Leave the Room During Testing

For Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

Students should remain in the testing room during the entire scheduled testing session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time. Students must fill out the classroom sign in/out log for restroom breaks when leaving and returning to the room. Students may not take cell phones or any other electronic devices when going to the restroom. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

- For Computer-Based Testing (CBT) Students must sign out of their test prior to leaving the room.
- For Paper-Based Testing (PBT) Students must close his or her test booklet and return it to the Test Administrator prior to leaving the room.

Students Who Leave School During Testing

For Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

Students who need to leave school before completing the test unit for the AASA Writing Stand-Alone Field Test, including those students who leave due to illness, are ineligible to continue the test for that testing unit. The Test Administrator should inform the student that he/she will not be permitted to finish the test when the student returns to school.

The Arizona Department of Education recommends that documentation identifying the time the student left the testing room, the testing unit in progress at that time, and the reason for leaving early be kept.

For Computer-Based Testing (CBT) - The student must submit his or her test in TestNav before leaving the room. If the student is unable to submit the test, the Test Administrator may pause the test for that student and the test will automatically be submitted for scoring at the end of the testing day.

For Paper-Based Testing (PBT) - The student must hand his or her test booklet and any scratch paper to the Test Administrator before leaving the room.

Computer-Based Testing (CBT) - Troubleshoot Guidance During Testing

The following are common issues that arise during the test and how to resolve the issue.

- Student unable to log in Student must type his or her username and password exactly as listed on the student's testing ticket. Verify that the student's test session is in **Ready** status and student is unlocked in PearsonAccess^{next}.
- **Student in "Exited" status** Student has signed out of TestNav. If appropriate, the Test Administrator should **"Resume"** the student's test session in PearsonAccess^{next}.
- Student in "Completed" status Student has completed and submitted the test session.
- **Test Session Stopped** A session can only be stopped when testing is complete and students' statuses are complete. When testing is complete, students cannot be added to the session.
- For any issues that prevent students from continuing to test, the Test Administrator must notify the District Test Coordinator on the same day. All test irregularities must be submitted in PearsonAccess^{next} by the District Test Coordinator on the day of the occurrence. The District Test Coordinator logs into PearsonAccess^{next} and indicates which student(s) need to be invalidated and why. ADE will go into PearsonAccess^{next} to review those requests for invalidations. ADE will comment in PearsonAccess^{next} if the students are invalidated or not.

After Test Administration - AASA Writing Stand-Alone Field Test

Students Who Need Additional Test Time

For Computer-Based Testing (CBT) and Paper-Based Testing (PBT) -

Most students should have time to finish the test during the allotted time. Students who are working productively and require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test session is complete; however, students can have lunch brought to them, if necessary.

For Computer-Based Testing (CBT) only -

- If a student continues working on the current computer, he or she can continue to test.
- If a student must be moved to another computer or room, he or she must sign out of his or her test session before moving to another computer or room. The Test Administrator will have to "Resume" the student's test session.

Computer-Based Testing (CBT) - Ending Testing

When a student has finished testing, Test Administrators should verify that the student has submitted his or her test and then collect any scratch paper. Test Administrators can verify that a test has been submitted by checking the student **Status** column in PearsonAccess^{next} for a status of **"Submitted."** Refer to the *PearsonAccess^{next} User's Guide* for more details on checking test statuses.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork unrelated to English Language Arts (ELA) silently while waiting for the scheduled test unit to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test unit. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper, along with the directions regarding the disposal of this manual.

Marking Non-Embedded Test Accommodations

For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must provide this information to the School Test Coordinator to update PearsonAccess^{next}.

Paper-Based Testing (PBT) – Ending Testing

When a student has finished testing, Test Administrators should collect the student's test booklet and any scratch paper. Confirm that the student's handwritten name is on the test booklet cover and matches the name on the student Pre-ID label.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork unrelated to English Language Arts (ELA) silently while waiting for the scheduled test unit to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test unit. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change or correct the test booklets for any reason. All test booklets will be returned for scoring as completed by the student.

Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper, along with the directions regarding the disposal of this manual.

Marking Test Accommodations

For students who received testing accommodations, the Test Administrator who witnessed the use of the testing accommodation(s) or who provided the testing accommodation(s) must mark the accommodation used on the back of the student's test booklet. Mark the appropriate bubble using a No. 2 pencil for every accommodation the student used.

Special Paper Version Tests

All students who tested using a Special Paper Version test booklet must have their responses transferred to TestNav by the Test Administrator before the end of the test window. Any Special Paper Version test responses not entered in TestNav by the end of the test window will not be scored.

Returning Test Materials to the Test Coordinator

All test booklets are to be returned to the Test Coordinator at the end of the testing day. Test Administrators should arrange the test booklets facing up. Paperclips or rubber bands must not be used to bind these materials as this may damage their edges.

All scratch paper is to be securely destroyed based on district/charter guidance.

Computer-Based Testing (CBT) - Scripted Directions for the AASA Writing Stand-Alone Field Test

Prior to beginning a test unit, verify that all students have appropriate accommodations marked in PearsonAccess^{next}.

Materials required to administer Computer-Based Testing (CBT):

- Electronic or paper copy of the AASA Writing Stand-Alone Field Test Test Administration
 Directions
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks

To begin, the Test Administrator must:

- Launch the TestNav application on each testing device.
- Distribute testing tickets.

The use of scratch paper is allowed for the AASA Writing Stand-Alone Field Test. However, all student responses must be typed in the test's response space. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

The AASA Writing Stand-Alone Field Test is administered in one test unit. Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to an approved commercially published paper version dictionary and thesaurus (optional).

Computer-Based Testing (CBT) - Scripted Directions for the AASA Writing Stand-Alone Field Test



Today, you will be taking the AASA Writing Stand-Alone Field Test.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Cell phones, smart watches, or any other electronic devices are not permitted during the entire test unit. Any student who has a personal electronic device in his or her possession during this test unit may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The AASA Writing Stand-Alone Field Test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.



Today's Writing test has one prompt and multiple sources for you to read and respond to. There is also a *Writing Guide* that provides the expectations for your response. You may use the Dictionary and Thesaurus tool in your test as well.

You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must type your final response on the computer. Remember that your work must address the writing prompt and reading sources.

Are there any questions?

Answer any questions.



You will see the "Sign In" screen on your computer. You will perform a sound check by clicking on the "Test Audio" link on the Sign In screen.



You will now put on your headphones. When you hear the sound, remove your headphones for more directions.

If you do not hear the sounds, please raise your hand.

Verify that the students are on the "Sign In" screen on his or her computer.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

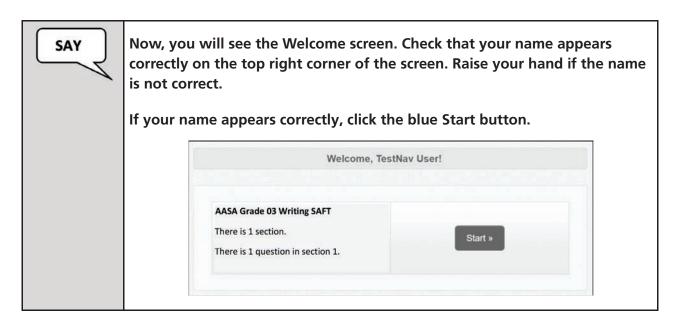
If audio issues cannot be resolved, move student to another computer with working audio.



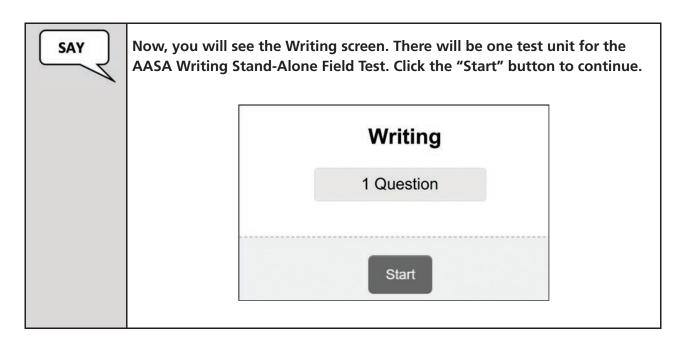
You will now sign into the test. On the Sign-In screen, enter your Username and Password from your testing ticket, then click the Sign In button.

Note: If any student information is incorrect, the student must not proceed with testing. The student's information must be corrected in PearsonAccess^{next}. A new testing ticket must be printed for the student.

Verify that all students are signed in.



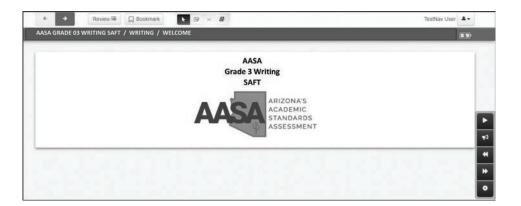
Once all students have verified his or her name and any needed assistance has been provided, proceed with the instructions.



The students should be on the Welcome page of the AASA Writing Stand-Alone Field Test.

Verify that all students are on the Welcome page. Assist those students that may need help. Proceed with the instructions once all students are on the Welcome page.

Sample of Welcome page screen:





The tools are located at the top and right hand side of the screen.

- The Previous and Next arrow buttons move you through the test. As you move through the test, some items may take a few seconds to display.
- There are buttons to review and bookmark questions as well as pointer, notepad, answer eliminator, and Dictionary/Thesaurus buttons.
- The User drop down next to your name has the tools background and foreground color, magnifier, line reader mask, zoom, and sign out.

In addition to these tools, on the right side of the screen, you will also find three accessibility tools for you to use, if needed.

- The Play Text-to-Speech tool allows text to be read aloud to you.
- The Toggle Click-to-Hear tool highlights and reads aloud selected text.
- The Text-to-Speech Settings allows you to change speed and volume of text-to-speech.

Are there any questions?

Answer any questions.



At the end of the AASA Writing Stand-Alone Field Test, you will have a chance to go back and review your response using the "Review" drop down menu. When you are satisfied with your response, click the "Submit Final Answers" button.

The screen Test Submit Warning will show. When you are ready to submit your test, click the "Yes, Submit Final Answers" button.

You must remain silent until the conclusion of the test unit.

Are there any questions?

Answer any questions.



The AASA Writing Stand-Alone Field Test contains one writing prompt question. Read the reading sources. Then use the information from the reading sources and your knowledge of English Language Arts (ELA) to respond to the writing prompt.

Manage your time carefully so that you can do the following actions:

- Read the sources.
- Plan your response.
- Write your response.
- Revise and edit your response.

Your response should be in the form of a multi-paragraph essay. Enter your response in the space provided.

When you finish, you may go back and check your work for this test unit.

Are there any questions?

Answer any questions.



You may now begin the test unit.

While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure the student clicks "Sign Out" prior to leaving the room. When the student returns to the testing room, the student will sign in again and the Test Administrator will need to resume the student's test. Refer to the PearsonAccess^{next} User's Guide for detailed instructions on resuming a student's test.

As students are testing, monitor students' test progress in PearsonAccess^{next} (refer to the PearsonAccess^{next} User's Guide for detailed instructions on Monitoring Student's Test Status).

Note: As each student finishes the test, collect the student's scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test unit.

When the test unit ends:



The test unit is now over. If you have not finished testing, you will be allowed to continue working, but "Sign Out" at this time.

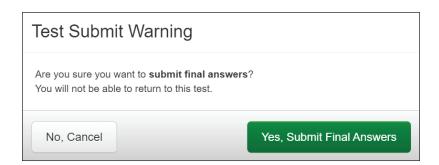
If you have finished testing and reviewed your response, you may click the green "Submit Final Answers" button now.

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

The student will see the screen below at the end of the test unit. The screen below says End of Writing. This screen shows the test unit the student has completed, as well as the number of unanswered questions, and bookmarked questions. The student can click "Review" to review questions in the test unit. After students leave the test unit, they cannot go back to the test unit.

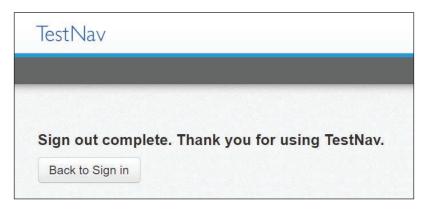


Once the student clicks the "Submit Final Answers" button, TestNav displays the "Test Submit Warning" screen for the student to confirm if, in fact, he or she is ready to exit the test. The warning message explains to the student that he or she cannot return to the test after clicking the green "Yes, Submit Final Answers" button.



The test unit cannot be reopened once the student clicks "Yes, Submit Final Answers."

When the student clicks "Yes, Submit Final Answers", TestNav logs the student out and displays the "Sign Out Complete Page."





This ends the AASA Writing Stand-Alone Field Test.

If all students have completed testing, this will end the test unit. Next, click "Sign Out" in the upper-right corner of the TestNav system.

Collect all test materials from the students. All testing tickets and scratch paper should be treated as secure documents and must be accounted for at the end of each testing unit. Missing test materials must be located prior to dismissing students. All test materials must be kept in a secure and locked storage.

Paper-Based Testing (PBT) - Scripted Directions for the AASA Writing Stand-Alone Field Test

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.



Student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on the AASA Writing Stand-Alone Field Test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing.

Materials required to administer Paper-Based Testing (PBT):

- Electronic or paper copy of the AASA Writing Stand-Alone Field Test Test Administration Directions
- A "Testing—Do Not Disturb" sign
- List of students to be tested
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks
- Commercially published paper dictionaries and commercially published paper thesauruses

The use of scratch paper is allowed for the AASA Writing Stand-Alone Field Test. However, all student responses must be written in the scorable test booklet to be scored. All scratch paper must be collected at the end of the testing unit and securely destroyed following your district's directions.

The AASA Writing Stand-Alone Field Test is administered in one test unit. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the writing test.

Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.

Paper-Based Testing (PBT) - Scripted Directions for the AASA Writing Stand-Alone Field Test



Today you will be taking the AASA Writing Stand-Alone Field Test.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet.

Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The AASA Writing Stand-Alone Field Test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.



On the front cover of your test booklet, you will see a label with your legal name, school, SSID, and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.

NOTE: If any student expected to test on the AASA Writing Stand-Alone Field Test is missing a Pre-ID label or has an incorrect Pre-ID label, the student must have their student demographic information bubbled in on the paper test booklet **before** testing. Students should not be permitted to test until this is completed.



On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" as shown on the board.

Information in this box is to be handwritten by the student.

Once all students have completed the information on the front cover of his/her test booklet, continue with directions.

Hold up a test booklet. In the test booklet, as you refer to the writing prompt, reading sources, Writing Guide, and "Final Copy" pages, show those pages to the students.

SAY

The AASA Writing Stand-Alone Field Test contains one writing prompt and multiple sources for you to read and respond to.

There is also a *Writing Guide* that provides the expectations for your response. You may use a dictionary and thesaurus as well.

You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must write your final response in your test booklet on the three pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it is important that your response be legible.

Manage your time carefully so that you can do the following actions:

- Read the sources.
- Plan your response.
- Write your response.
- Revise and edit your response.

Your response should be in the form of a multi-paragraph essay. Enter your response in the space provided.

Remember that your work must address the writing prompt and reading sources. Before you test, please remember the following:

- Use a No. 2 pencil for your writing response.
- Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.
- Only what is written on the three pages marked "Final Copy" will be scored.
- Write only on the lines provided.
- Do not write in the margins.

Are there any questions?

Answer any questions.



When you finish the test unit, you will see the Stop sign on the last page marked "Final Copy" and then again on the following page with the message: "DO NOT GO ON. This is the end of the ELA Writing Session." When you see the stop sign and message, you may go back and check your work for this test unit. Be sure to reread your response and make any necessary edits. When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

This is not a timed test. However, you must complete the test unit by the end of today's school day.

Are there any questions?

Answer any questions.

Sample of Stop sign:





Open your test booklet to page 4. This is the first page of the ELA Writing test unit. You may now read the prompt and begin the test.

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test booklet and any scratch paper from the student prior to him or her leaving the room.

As each student finishes the test, collect the student's test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:



The test unit is now over.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

Collect all remaining test booklets and scratch paper from the students. Follow the directions of your Test Coordinator regarding the secure disposal of all used scratch paper.

All test booklets are secure documents and **must** be accounted for at the end of the test unit. Any missing test booklets must be located prior to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure**, **locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once the student has completed testing and turned in his or her test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

Special Paper Version Tests - Braille, Large Print, and Regular-Size Paper Version Tests

Several testing issues are unique to the population of some students. The purpose of this section is to assist Test Administrators with the proper administration of the Special Paper Version tests: Braille, Large Print, and Regular-Size Print for the AASA Writing Stand-Alone Field Tests.

Test Administrators must provide students using the Special Paper Version tests enough time to complete the AASA Writing Stand-Alone Field Tests. The Test Coordinator should ensure that every Test Administrator administering a Special Paper Version test is provided with the appropriate Special Paper Version test materials.

Special Paper Version test materials include:

- Electronic or paper copy of the AASA Writing Stand-Alone Field Test *Test Administration Directions*
- Large Print or Regular Print Test Booklet
- Braille Kit
 - Spring 2022 Writing Stand-Alone Field Test, Test Administration Directions
 - Braille test booklet
 - Scratch Paper
 - Sticky Dots
 - Wikki Stix
 - Regular-size ink print test booklet

Administering Special Paper Version Tests and TestNav

Students taking the Special Paper Version tests should record their responses by marking their responses directly on the Special Paper Version test booklet. The Test Administrator must record responses directly into TestNav after the student completes the test. **Responses not recorded in TestNav will not be scored.**

Administering Braille Tests

The Test Administrator should read the specific instructions to the student for the relevant items during the test administration. Specific instructions for Writing are included to explain how the Braille instructions may differ from print. Students taking the Braille test should write their responses directly into their test booklet, dictate their responses to the Test Administrator, or use a Braille writer. Test Administrators should record their dictated student responses into TestNav simultaneously as the student provides them. Student responses using a Braille writer or written into the test booklet should be recorded into TestNav after the student completes the test or a section of the test.

For some questions, students are to provide an answer using tactile tools (Wikki Stix, Scratch Paper, and Sticky Dots) provided in the Braille kit. It will be important for Test Administrators to have these tools ready to assist students when necessary. Student responses for questions using Wikki Stix, Scratch Paper, or Sticky Dots **must** be transferred into TestNav by the Test Administrator.

Test Administrator Directions

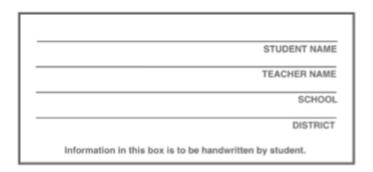
The Test Administrator may use the regular-size ink print test booklet and Special Braille Instructions to answer questions from the student about the directions that are included in the test. However, the Test Administrator **must not interpret** any test questions for the student.

Responses not recorded in TestNav will not be scored.

The Test Administrator must return the Braille kit components, with the exception of Sticky Dots and Wikki Stix, to the Test Coordinator at the end of the test unit.

Special Paper Version Tests - Scripted Directions for the AASA Writing Stand-Alone Field Test

Prior to beginning a test unit, the Test Administrator should write the following information on the board to assist students in completing the front cover of their test booklets: Teacher Name, School, and District. Only the student should write this information in the designated area on the front cover of his or her test booklet.



Materials required to administer Special Paper Version tests:

- Electronic or paper copy of the AASA Writing Stand-Alone Field Test Test Administration Directions
- A "Testing—Do Not Disturb" sign
- Supply of sharpened pencils with erasers
- Pencil sharpener or additional supply of sharpened pencils with erasers
- Blank, lined, or graph scratch paper
- Sign in/out log for restroom breaks
- Commercially published paper dictionaries and commercially published paper thesauruses

Students can record their responses by marking directly on Special Paper Version test booklets. The use of scratch paper is also allowed for the AASA Writing Stand-Alone Field Test. **All final student responses must be recorded by an adult into TestNav to be scored.**

The AASA Writing Stand-Alone Field Test is administered in one test unit. Commercially published paper dictionaries and commercially published paper thesauruses must be available for student use during the writing test.

Special Paper Version Tests - Scripted Directions for the AASA Writing Stand-Alone Field Test



Today you will be taking the AASA Writing Stand-Alone Field Test.

Do not open your test booklet until I tell you to do so.

Talking during the test is not allowed and you may not discuss the questions or your answers after the test.

Cell phones, smart watches, or other electronic devices, are not permitted during the entire test unit. Any student who has any electronic device, including a cell phone, in his or her possession during testing may have his or her test invalidated. If you have a device with you, please put it in your backpack now.

If you have a question or need help during the test, raise your hand, and I will come to you.

The AASA Writing Stand-Alone Field Test is not a timed test. If you have not completed the test at the conclusion of the test unit, you will be permitted to continue working. However, you must complete the test by the end of today's school day.

Are there any questions?

Answer any questions.

Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons during testing.



On the front cover of your test booklet, write your name on the line labeled "Student Name." Complete the lines labeled "Teacher Name," "School," and "District" as shown on the board.

Information in this box is to be handwritten by the student.

Once students have completed the information on the front cover of the test booklet, continue with directions.

Hold up a test booklet. In the test booklet, as you refer to the writing prompt, reading sources, Writing Guide, and "Final Copy" pages, show those pages to the students.

SAY

The AASA Writing Stand-Alone Field Test contains one writing prompt and multiple sources for you to read and respond to.

There is also a *Writing Guide* that provides the expectations for your response. You may use a dictionary and thesaurus as well.

You may use scratch paper to plan your response and write a rough draft if you choose. When you have finished planning your response, you must write your final response in your test booklet on the three pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it is important that your response be legible.

Manage your time carefully so that you can do the following actions:

- Read the sources.
- Plan your response.
- Write your response.
- Revise and edit your response.

Your response should be in the form of a multi-paragraph essay. Enter your response in the space provided.

Remember that your work must address the writing prompt and reading sources. Only what is written on the three pages marked "Final Copy" will be scored.

Are there any questions?

Answer any questions.



When you finish the test unit, you will see the Stop sign on the last page marked "Final Copy" and then again on the following page with the message: "DO NOT GO ON. This is the end of the ELA Writing Session." When you see the stop sign and message, you may go back and check your work for this test unit. Be sure to reread your response and make any necessary edits. When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.

You must remain silent until the conclusion of the test unit.

This is not a timed test. However, you must complete the test unit by the end of today's school day.

Are there any questions?

Answer any questions.

Sample of Stop sign:





Open your test booklet to page 4. This is the first page of the ELA Writing test unit. You may now read the prompt and begin the test.

Make sure all students have turned to the correct page in their test booklets. While students are testing, move around the room to make sure that students are progressing through the test. Test Administrators may answer student questions about test directions. Test Administrators may not answer student questions about test content.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break. Exception: A phone or electronic device needed for medical care is acceptable. The phone needs to stay close to the Test Administrator or proctor as well as the student and should be monitored that it is only being used for medical reasons.

If a student needs to leave the room to go to the restroom or for any emergency reason, ensure to collect the test booklet and any scratch paper (if applicable) from the student prior to him or her leaving the room.

As each student finishes the test, collect the student's test booklet and scratch paper. Separate the test booklets from the scratch paper. Do not allow students to use electronic devices, including cell phones, until after all students have completed the test unit and all materials have been collected from all the students testing.

When the test unit ends:



The test unit is now over.

If you have not finished testing, you will be allowed to continue working, but please close your test booklet at this time.

Most students should have had enough time to finish the test during the allotted time. At the end of the test unit, identify those students who require additional time to complete the test. Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test. However, all testing must be completed by the end of the regularly scheduled school day.

After each student has completed the AASA Writing Stand-Alone Field Test, the student responses must be entered in TestNav.

All test booklets must be returned to the District Test Coordinator. All student responses must be entered in TestNav prior to the materials being returned to Pearson. Student responses not entered into TestNav by the end of the test window will not be scored.

Preparing to Enter Responses into TestNav

Districts may review students in PearsonAccess^{next} after the initial student upload. Preparing a Session in PearsonAccess^{next} is the action that links the students in the Session with their assigned form in TestNav.

All students that have been approved for a Special Paper Version test will be assigned a Special Paper Version Test Accommodation in PearsonAccess^{next}. All students that have a Special Paper Version Accommodation will be registered by ADE in a Special Paper Version test session. Any questions regarding the Special Paper Version Test Accommodation should be referred to the Test Coordinator.

Starting a Session and Unlocking Student Tests in PearsonAccessnext

Once all students have been assigned to a Special Paper Version test session in PearsonAccess^{next}, the Test Coordinator or Test Administrator may begin preparing for testing. Prior to the test day, the test session resources must be accessed from PearsonAccess^{next}.

On testing day, a test session must be started, and students tested with a Special Paper Version test must be unlocked by the Test Administrator in PearsonAccess^{next}. This must be done prior to signing into TestNav with the students' credentials supplied in the testing ticket. Refer to *PearsonAccess*^{next} *User's Guide* for detailed instructions on how to approve students for testing.

Testing Tickets

Testing tickets are an available resource in PearsonAccess^{next}. Testing tickets contain the student's information that is required for the Test Administrator to log into TestNav as the student.

Sample Testing Ticket



Signing Into TestNav

When it is time to enter the student responses, the Test Administrator will sign into TestNav as the student, using the information provided on the testing ticket. The **Arizona Sign In** screen should be visible. The Test Administrator should have the testing ticket from PearsonAccess^{next} ready to sign in to the AASA Writing Stand-Alone Field Test as the student.



TestNav Arizona Sign In Screen

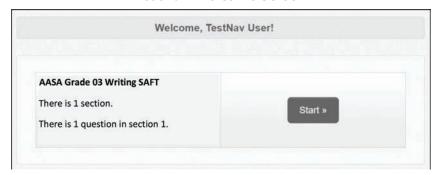
On the **Sign In** screen, the Test Administrator will enter the student's Username and Password as provided on the **Testing Ticket**, then will click the **Sign In** button.

Once signed in, make sure the student's name appears in the top right corner of the screen.

Note: If any student information is incorrect, you must not proceed. Contact the Test Coordinator.

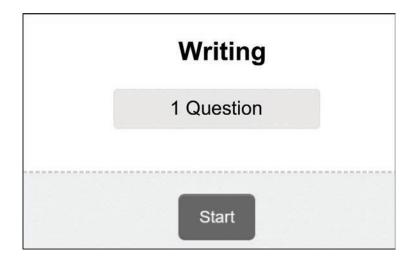
The Test Administrator will see the TestNav User Welcome Screen.





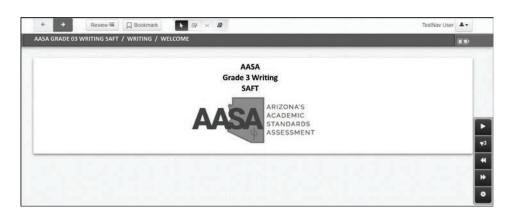
Click the blue Start button.

Now the Test Administrator will see the Writing screen. Click the "Start" button to continue.



The next screen will be the Welcome page. At the header bar, the Test Administrator will see the different buttons available to use throughout the test.

AASA Writing Stand-Alone Field Test Screen



The first three questions will relate to information about the Test Administration and key entry. The Test Administrator will first respond to these questions and then proceed to entering the student responses from the test booklet into TestNav.

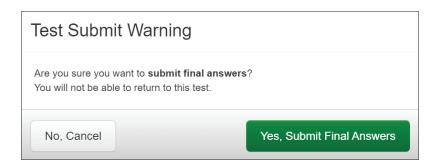
Entering Student Responses into TestNav

The student response from their Special Paper Version test booklet must be entered in TestNav by typing the student response into the designated space provided in TestNav.

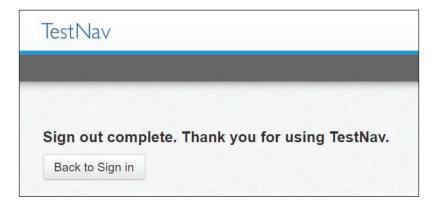
Once the student's response has been entered into TestNav, the Test Administrator will see the **End of Writing** screen. This screen shows the test unit has been completed, as well as the number of unanswered questions, questions answered, and bookmarked questions. After the Test Administrator leaves the test unit, they cannot go back to the test unit.



Note: Once the Test Administrator clicks the **Submit Final Answers** button, the Test Administrator will see the **Test Submit Warning**. This warning confirms that he or she is ready to exit the test. The warning also informs the Test Administrator that he or she cannot return to the test after clicking the **Yes, Submit Final Answers** button. To submit the final response, click on the **Yes, Submit Final Answers** button.



When the Test Administrator clicks **Yes, Submit Final Answers**, TestNav logs them out and displays the **Sign Out Complete Page**.



After Testing

Special Paper Version tests must be returned to the District Test Coordinator.

How to complete the Student Demographic Page (Back cover of the test booklet)

Student Pre-ID labels were shipped as part of the Spring 2022 AASA test materials to Paper-Based Testing (PBT) schools. Student Pre-ID labels should only be used if the provided information on the label is current and correct.

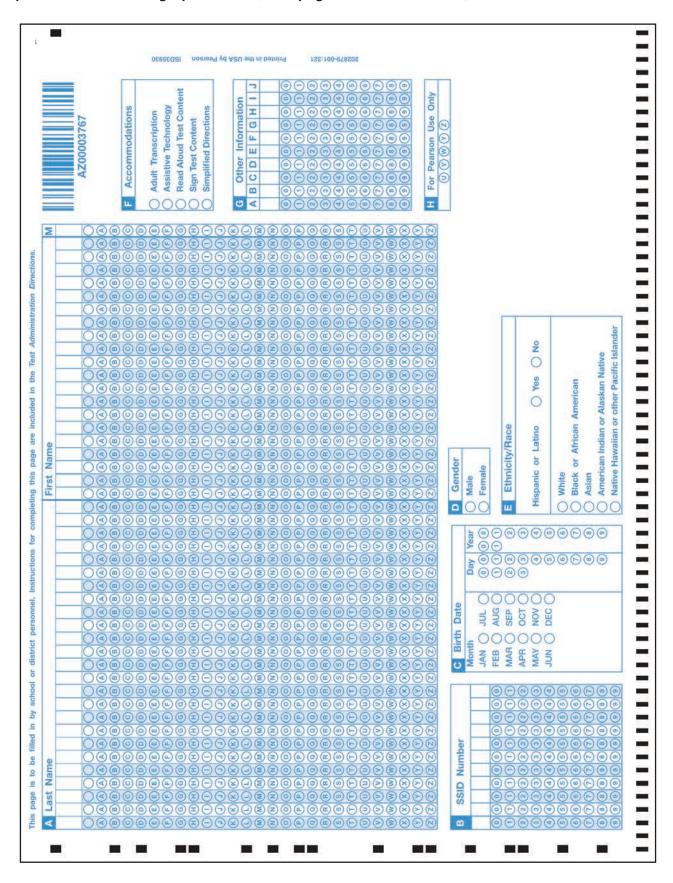
- If the Pre-ID label is correct, do not complete the demographic data information on the back of the test booklet except for the Accessibility Tools box (accessibility tools used by the student while testing), if necessary.
- If information on the Pre-ID label is incorrect, do not use the label. The student demographic information on the back cover of the test booklet must be completed.

Additional and new Pre-ID labels are NOT available, and you may not create your own Pre-ID labels. Students who do not have a Pre-ID label must have their student demographic information bubbled in on the paper test booklet. For Special Paper Version (SPV) Tests, the student demographic information will be captured in PearsonAccess^{next}.

If it is necessary to fill in the student demographic information on the back page of the test booklet, this page is to be filled in by the school or district personnel. Follow these instructions for completing the student's demographic information on this page:

- A. Last Name, First Name, and Middle Initial Write the student's Last Name, First Name, and Middle Initial (M). Bubble in the letters or blank spaces that correspond to the written student's name.
- **B. SSID Number** Write the student's *SSID Number*. Right justify the SSID number, and add leading zeros, as needed. Bubble in the numbers that correspond to the written SSID number.
- C. Birth Date Bubble in the student's Birth Date. Bubble in the Month, Day, and Year.
- **D.** Gender Bubble in the student's gender *Male* or *Female*.
- E. Ethnicity/Race Bubble in the student's Ethnicity/Race. For *Hispanic or Latino*, only fill in one bubble 'Yes' or 'No'. For Race White, Black or African American, Asian, American Indian or Alaskan Native, and Native Hawaiian or other Pacific Islander, fill in one or more bubbles as applicable.
- **F.** Accommodations For students that require testing accommodations, fill in one or more bubbles as applicable Adult Transcription, Assistive Technology, Read Aloud Test Content, Sign Test Content, and Simplified Directions. If testing accommodations do not apply to the student, this box should be left blank.
- **G.** Other Information Leave this box blank unless special instructions are provided by the Achievement District Test Coordinator.
- H. For Pearson Use Only Leave this box blank. This box is for Pearson internal use only.

Sample of Student Demographic Sheet (Back page of the test booklet)



The Arizona Department of Education gratefully acknowledges the work of thousands of Arizona teachers involved in the development of the tests. Their dedication to creating a fair and reasonable test for the students of Arizona is greatly appreciated.



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